The Source

KEEPING NC E-PROCUREMENT USERS INFORMED...

GO-LIVE DATE CHANGE

Based on the feedback we have received from several of our users, we are able to move the upgrade go-live date from March 2012 to July 2012. More information about this change will be discussed in our next Agency Briefing Sessions.

WHAT'S BEEN ACCOMPLISHED

The NC E-Procurement Upgrade team has completed Pass 2 of system testing. We have started Pass 3 of system testing that includes full integrations with systems external to NC E-Procurement. The functional team has also wrapped up approval flow discussions with each entity so that these configurations can be tested in Pass 3.

Requisitioning Made Easier

The upgraded NC E-Procurement system improves requisition creation. The 'Create eRequisition' wizard will no longer be used to create a new requisition. As mentioned in last month's newsletter, a requisition can be created directly from the dashboard style homepage. By creating directly from the dashboard, you will encounter less steps to submit a requisition. While creating a new requisition, you will also notice several enhancements including the ability to add and delete comments that you created. Today, you would need to contact your agency's purchasing agent or the NC E-Procurement Helpdesk to remove unwanted comments. Another enhancement you will see is increased information on the History tab of the requisition. In addition to requisition approvals and changes to requisitions, you will also see when comments and attachments are deleted from a requisition providing an enhanced audit trail.

What's New: My Labels

Today, you utilize Personal Folders in NC E-Procurement to organize requisitions for future access. In the upgraded system, Personal Folders will be replaced with 'My Labels.' My Labels will allow you to organize your requisitions, but will be accessed differently. During the requisitioning process, you will have the option to add a label to the requisition instead of waiting until the requisition is completed to move to a Personal Folder. To find a labeled requisition, users can use the Search portal on the dashboard. More information about My Labels will be included in upgrade training sessions.

Catalog Enhancements

With the upgrade of NC E-Procurement, you will find that searching in the State Term Contract Catalog will be easier and provide more accurate results. For example, when you execute a search for the word 'battery,' the search results will include items containing the word 'battery' and 'batteries' in the description. Fuzzy searches will return exact and highly relevant matches even though the keyword(s) may be misspelled. Along with the improved search capabilities, you will find that comparing products within the State Term Contract Catalog will improve. Similar to many online retailers today, you will have the ability to run a side-by-side comparison of items you are wishing to purchase. Information like price, product description, manufacturer and lead time are included in the side-by-side comparison to assist users in purchasing items that better meet the needs of their agency.

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More information about Procurement Transformation and the NC E-Procurement Upgrade can be found on the web.

If you have questions or comments about information covered in this issue, please contact the NC E-Procurement Help Desk at ephelpdesk@its.nc.gov.